TITLE: Secondary Official Roll Book

NUMBER: REF-6294.3

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PURPOSE: The purpose of this Reference Guide is to provide the definition of a roll book and all of its required components for the Los Angeles Unified School District (LAUSD). Included are procedures for inputting student marks in the Learning Management System (LMS) and verifying course records within My Integrated Student Information System (MiSiS). Procedures for properly saving and destroying documents are detailed.

MAJOR CHANGES: This Reference Guide has been revised to update the criteria required for the LAUSD Secondary Roll Book. Schoology online gradebook has replaced the MiSiS online gradebook. This Reference Guide replaces REF-6294.2 of the same title published July 11, 2016.

GUIDELINES: The following guidelines apply:

I. INTRODUCTION

The Secondary Roll Book consists of a collection of both electronic data and paper documents and is a legal document used by teachers for recording marks and other information required for the proper operation of the District's schools.

II. PARTS OF ROLL BOOK

A. There are two components to the Secondary Roll Book.
   1. Schoology online gradebook (https://lms.lausd.net)
   2. Paper verification documents (“Teacher Verification of Marks” in MiSiS Reports)

B. Attachment A lists all of the components to be included in the Secondary Roll Book.
C. Principal/Administrative Designee Role and Responsibility
   1. It is the responsibility of the principal or designee to monitor and ensure that
      the Secondary Roll Books are accurate and complete.
   2. An administrator can review class assignments and marks by accessing the
      teacher’s Schoology gradebook.

D. Teacher Role and Responsibility
   1. Each roll-carrying staff member must keep a Schoology online gradebook
      for each class taught accessible at https://lms.lausd.net.
   2. The following requirements must be met:
      a. Assignments, a minimum of one per week for each course
      b. Marks earned by each student on each assignment, minimum one per week.
   3. At the conclusion of each semester, roll-carrying personnel shall turn in the
      Secondary Roll Book to the appropriate administrator (please reference
      Attachment A for more detail):
      a. Course syllabus
      b. Dates when unsatisfactory progress notifications are sent to parents
      c. Log of parent/guardian contacts
      d. Secondary Roll Book Review (Attachment A)
      e. Roll book Certification form (Attachment B), signed and dated by the
         teacher indicating that all marks are accurate and a true reflection of the
         students’ demonstration of mastery of course standards
      f. Explanation of marks: definition of mark values and weights, criteria
         for academic marks, work habits and cooperation

III. CERTIFYING STUDENT MARKS AND COURSE RECORDS

At the end of each semester of the course, the teacher is responsible for certifying
that all marks issued to students are accurate and a true reflection of the students’
demonstration of mastery of course standards. Teachers will use the Roll book
Certification form (Attachment B). The school principal or designee shall provide
teachers with Attachment B during the roll book submission period.

IV. SAFE STORAGE AND DESTROYING OF ROLL BOOKS

Administration shall make arrangements for safe storage of roll book documents
at the school site for a period of five years or one year after the students enrolled
in the course have graduated, whichever is longer. Whenever possible, these
documents shall be kept in a locked room not readily accessible by students or
school personnel. When the documents are ready to be destroyed, the principal
shall make arrangements for proper shredding of the documents.
RELATED RESOURCES:


Schoology Home: [https://lms.lausd.net/home](https://lms.lausd.net/home)

MISIS Home: [http://achieve.lausd.net/misis](http://achieve.lausd.net/misis)

ASSISTANCE:

For assistance or further information about the Secondary Roll Book, please contact Jesus Angulo, Director, Academic and Counseling Services at (213) 241-7510 or [jangulo@lausd.net](mailto:jangulo@lausd.net).

For assistance or further information about the Learning Management System, please contact Paulina Rock, Interim Director, Personalized Learning Systems, at (213) 241-3017 or [pxr2844@lausd.net](mailto:pxr2844@lausd.net).

For technical support call the ITD Help Desk at (213)-241-5200.
SECONDARY ROLL BOOK REVIEW

Parts included in Schoology Gradebook are identified with an asterisk (*)..

I. Assignments*
   _____Assignments identified, minimum of one per week
   _____Title and date of assignment

II. Marks*
    _____Marks entered for each student, for each assignment,
     minimum of one per week

III. Communication with Parents/Guardians
     _____Log of dates when unsatisfactory notes were sent home
     _____Log of parent/guardian contacts made

IV. Course Syllabus
    _____Course syllabus for each course

V. Explanation of Marks
    _____Criteria for academic marks, work habits, and cooperation

VI. Certification Pages
    _____Certification Page signed and dated by the teacher in ink
    _____Teacher Verification (“Teacher Verification of Marks” in MiSiS Reports)
LOS ANGELES UNIFIED SCHOOL DISTRICT
ROLL BOOK CERTIFICATION PAGE

SCHOOL:  

TEACHER:  

DEPARTMENT:  TERM ENDING:  

CERTIFICATION

The following certification statement shall be signed at the end of the semester by the teacher assigned responsibility for the classes referenced below:

1.  
2.  
3.  
4.  
5.  
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19.  
20.  

To the best of my knowledge and belief, Schoology Gradebook has been kept as required by California Education Code, instructions of the Superintendent of Public Instruction, and the policies and instruction of the Los Angeles Unified School District.

(Signed) Teacher or Authorized Employee  Date 

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Division of Instruction